

Placement History Correction Window FAQ

Q: What happens to a child's eligibility when I modify the child's placement history on the PHC window? [Back to top](#)

A: There is no link between the corrections made on the PHC window and the eligibility module within the eWiSACWIS application. MAXIMUS will not receive new notifications based on any modifications made in the PHC window. You will need to notify MAXIMUS manually of any possible re-determinations that will need to be completed based on changes to the child's placement history.

Q: Will the system generate a new payment, adjust previous payments or create overpayments based on changes made in the PHC window? [Back to top](#)

A: There is no link between the corrections made on the PHC window and the financial module within the eWiSACWIS application. If a new payment needs to be issued, previous payments adjusted or overpayments recouped this will all need to be done manually within eWiSACWIS. Please work with the fiscal staff in your county as appropriate to make sure any outstanding financial issues are addressed.

Q: What does it mean if a placement's status on the PHC window is "Not Modifiable"? [Back to top](#)

A: There are two types of placements that fall into the "Not Modifiable" category.

- 1) **Open placements** – If you need to modify a child's current open placement the changes must be made on the Out Of Home Placement window.
- 2) **Placements closed within the past 36 days** – A placement must have been closed for 37 days or longer before it can be modifiable on the PHC window. This is to ensure that any payments associated with the placement have been able to be processed through the financial batches before it is able to be modified.

Q: How do I get the "Edit" links to appear on the PHC window so I can begin to correct a child's placement history? [Back to top](#)

A: Due to technical limitations, it is necessary to select the "Save" Button on the Placement History Page in order to see the "Edit" links.

Q: Where will the modifications made on the PHC window appear? [Back to top](#)

A: Once the PHC record is **approved** it becomes a part of the child's record and is reflected in the following places:

- 1) **On the outliner (on your desktop or through search) under the placement icon on both the Case and Provider records** – Any modified placement will have an "Actions" link after it. Clicking that link will display a list of the approved placement correction details for that placement so the original placement history can be viewed at any time.
- 2) **On templates** – Any data modified on the PHC window will be reflected on the templates in the system such as the Permanency Plan and the statewide Court Report (CFS-2118).
- 3) **Reports** – Any data modified on the PHC window is used for our federal reporting for AFCARS and also for our PEP reports.
- 4) **Ticklers** – Once a child's placement errors have been corrected the system will delete any associated AFCARS tickler once the AFCARS batch has processed the changes. Generally, you will need to wait until the day following the approval of the corrections for the placement related AFCARS ticklers to be deleted.

Q: What if the child was previously placed by another county and now information concerning that placement needs to be corrected? [Back to top](#)

A: We are asking each county to identify a Placement History Correction contact so that as counties come across these situations they will have an identified person to contact to discuss the placement issues. Either the other county can give you the necessary information and you can enter the corrections for the child or the other county could choose to make an assignment to the child's case and a designated PHC county worker from the other county can enter the corrections for you. It is important to note that counties will need to work with one another to determine what process works best for them as a PHC record cannot be approved until all errors are corrected.

Q: Why won't the PHC window allow gaps in between the placements in a placement episode? [Back to top](#)

A: Federal AFCARS reporting requires that there are absolutely no gaps in a child's placement episode. While we have not yet added an edit to prevent gaps to the Out of Home Placement window, it was decided to add the edit to the PHC window since its primary function is to ensure a child's placement record is error-free for reporting purposes.

Q: Who can I contact for guidance on placement documentation / policy issues? [Back to top](#)

A: If you have specific concerns about how to document certain placements please refer to the Placement Manual. If you still have policy related placement documentation questions please contact Michelle Rawlings at OPEP. Her e-mail is RAWLIMM@dhfs.state.wi.us and her phone number is (608) 264-9846. If you have an issue with the PHC window functionality please contact the eWiSACWIS helpdesk. The helpdesk can be reached by e-mail at helpdesk@wi.gov or by phone at (608) 261-4400.